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NASA Procedural Requirements

NPR 4200.1E

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2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: NASA Equipment Management Manual

Responsible Office: Logistics Management Division

[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [AppendixA](#)
[| AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

CHAPTER 6. Self-Assessment

6.1 Self-Assessments and Headquarters Site Visits

6.1.1. Purpose. This chapter sets forth the recommended evaluation process used for conducting functional self-assessments. Equipment Management Self-Assessments are internal examinations by a Center functional manager of the performance of an area, as well as its compliance with established laws, regulations, policies, and requirements. Headquarters site visits are intended to support the Center equipment management programs by providing specialized technical or managerial support.

6.1.2. Guidance Information (Reserved)

6.1.3. General Policy. Each NASA Center shall develop a self-assessment program in accordance with Agency self-assessment policy. The program shall include a review of the Center's Equipment Management Program in sufficient detail to determine the adequacy of equipment accountability and control.

The self-assessment shall be performed, using approved methods developed by the Center SEMO. The self-assessment should examine the integrity of the equipment management program and ensure that the performances established in the NPD 4200.1, Equipment Management Manual, are being efficiently accomplished. Self-assessments may be tailored to accommodate individual and unique equipment accountability and control requirements of the Center.

6.1.4. Self-Assessment Responsibilities. The NEMS Equipment Manager is the principal functional participant in the equipment management self-assessment and is responsible for the following:

6.1.4.1. Coordinating the equipment management operations and workload to support the self- assessment.

6.1.4.2. Accomplishing the NEMS extracts in preparation for the self-assessment.

6.1.4.3. Providing technical and functional support to the self-assessment team.

6.1.4.4. Implementing operational improvements identified by the self-assessment review.

6.1.5. NASA Headquarters Site Visits

6.1.5.1. Each NASA Center shall be afforded the opportunity for special technical assistance from NASA Headquarters in the form of site visits. Site visits are conducted in response to equipment management problems that are potential material weaknesses; in support of less critical special needs of the Center equipment management program; or, at the invitation of the SEMO, in support of the Equipment Management Self-assessment.

6.1.6. Site Visit Responsibilities

6.1.6.1. The SEMO is the principal management contact associated with site visits and is responsible for the following:

a. Coordinating with the Lead, Logistics Management Team, NASA Headquarters in support of the site visit.

b. Coordinating any additional support needed from the supply and equipment community at other NASA Centers for the site visit.

c. Implementing equipment management policy improvements identified by the site visit.

6.1.6.2. The Headquarters (Agency) Logistics Manager is the principal functional contact associated with the site visits and is responsible for coordinating the equipment management operations and workload to support the site visit accomplishing any necessary NEMS extracts in preparation for the site visit, providing technical and functional support to the site visit team, and implementing operational improvements identified by the site visit.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) |
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

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